

**AMHERST TOWN COUNCIL**  
**AGENDA – WEDNESDAY, AUGUST 10, 2016**

**1. Call to Order in Town Hall (7:00 PM)**

**2. Moment of Silence**

**3. Citizen Comments**

*Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*

**4. Special Matters**

**A. Mini-Park Renaming – John Mason**

*John Mason, on behalf of VFW Post 9877, has proposed "renaming" the Mini-Park to "Village Garden Club Memorial Park". Nominal research on the history of the park at the corner of S. Main and E. Court Streets contained in the agenda package indicates that the "Mini-Park" name first appeared in 1977, the site was developed over the course of a few years and the Town Council officially designated it as "Village Park" on August 13, 1980. Note that Mr. Mason proposes to install a "marker" (i.e. small sign) there with materials similar to the ones used for the recently installed Vietnam War Memorial, but detailed design and size has not been provided to date.*

**B. Communication Planning Project Presentation – Tyler Creasy**

*Tyler Creasy, a James Madison University MPA student serving an internship with the Town, is scheduled to give a presentation on a Communication Plan he has developed for the Town.*

**C. 2016 Christmas Parade – Town Manager Jack Hobbs**

*The Amherst County Lions Club has asked for the Town's support of this year's Christmas parade. Staff suggests a motion to the effect that the Town of Amherst support a Christmas Parade sponsored by the Amherst County Lions Club that would "form up" on N. Main Street and proceed through the traffic circle and along S. Main Street to the library via the following:*

- The Town staff would apply for the required VDOT permit for the annual Ray Puckett Lions Club Christmas Parade to be held on Friday, December 2, 2016 starting at about 6:30 P.M.,*
- Using not less than five other law enforcement officers funded by the Amherst County Lions Club, provide traffic control for the event by Town police and public works employees, and*
- Provide the usual nominal support such as posting entry forms and parade lineup information on the Town's web site and otherwise encouraging participation in and enjoyment of this traditional community event.*

**5. Consent Agenda**

**A. Town Council Minutes – July 13, 2016 meeting**

**6. Correspondence and Reports**

**A. Planning Commission Minutes – August 3, 2016 meeting**

**B. Staff Reports**

- i. Town Manager Monthly Report**
- ii. Director of Public Utilities Monthly Report**
- iii. Police Chief Monthly Report**
- iv. Office Manager Monthly Report**
- v. Deputy Town Clerk Monthly Report**
- vi. Town Attorney Monthly Report**

**C. Finance and IT Committee - Mrs. Thompson**

**D. Public Safety Committee – Mr. Bumgarner**

**E. Utilities Committee – Mr. Watts**

- F. Community Relations Committee – Mr. Higginbotham**
- G. Personnel Committee – Mr. Mozingo**

## **7. Discussion Items**

### **A. Cigarette Tax – Town Manager Jack Hobbs**

*On June 8 the Town Council indicated that it wanted to discuss the cigarette tax “later in the summer”. Information on this item was developed and circulated earlier.*

### **B. IDA Appointment – Town Manager Jack Hobbs**

*The vacant IDA seat formerly held by Jim Meade was advertised but no applications for appointment have been received to date.*

### **C. IDA/EDA Merger – Town Manager Jack Hobbs**

*The Council indicated that it hoped to continue discussing the IDA/county EDA merger proposed in the recent Amherst County Comprehensive Economic Development Strategy document at this meeting.*

### **D. CodeRED Policy – Police Chief Robert Kimbrel**

*Chief Kimbrel has been asked to give a brief report on the status of the CodeRED service implementation, lead a discussion on encouraging residents and business operators to use it, using it for the “emergency water outage” notices discussed in July and the development of policies that would define how it will be used.*

### **E. Church Street Property Maintenance – Councilor Higginbotham**

*Councilor Higginbotham has indicated that he will ask the Town Council to take action to require better maintenance of the property located on Church Street. A staff report is contained in the agenda package.*

### **F. Project Status Reports – Town Manager Jack Hobbs**

*Oral reports on the variety of projects underway can be provided as the Council desires.*

### **G. Anticipated September 14 Town Council Meeting Agenda Items**

- i. Presentation of Constitution Week proclamation, DAR reading of constitution preamble*
- ii. Robert E. Lee Soil and Water Conservation District report/MOU update*
- iii. Hazard mitigation plan project presentation*
- iv. Annual report presentation from Region 2000 Local Government Council and Workforce Investment Board*
- v. Downtown Flower Basket Proposal*

## **8. Matters from Staff**

## **9. Matters from Town Council**

## **10. Adjournment**